

DEPARTMENT OF GENERAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services
Maryland State Police

Promotional Standards Unit

Item No.	Description	Retention
	<u>Newly created schedule</u>	
3701	<p>ASSESSMENT CENTER FOR PROMOTIONAL RANK OF CAPTAIN</p> <p>Contains record copies of most documents on the Center, exceptions would be the notes and actual test papers done by or about an individual candidate. These exceptions will be kept in individual file wallets by candidate number and stored in a clearly marked transfile.</p> <p>Some examples of the papers that should appear in this file are: List of Eligibles, List of Candidates, List of Assessors, Examples of the Different Exercises Used in the Center, and the Certified List of Standings Issued by the Department of Personnel.</p>	
		RETAIN 5 YEARS, THEN DESTROY
3702	<p>ASSESSMENT CENTER FOR PROMOTIONAL RANK OF LIEUTENANT</p> <p>Contains record copies of most documents on the Center, exceptions would be the notes and actual test papers done by or about an individual candidate. These exceptions will be kept in individual file wallets by candidate number and stored in a clearly marked transfile.</p>	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12/01/87
Date

Carl F. Banasewski
Signature

Director,
Planning &
Research Div.
Title

5/17/88
Date

Edward J. Edwards
State Archivist

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Records Management Division

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3702	<p>ASSESSMENT CENTER FOR PROMOTIONAL RANK OF LIEUTENANT (CONTINUED)</p> <p>Some examples of the papers that should appear in this file are: List of Eligibles, List of Candidates, List of Assessors, Examples of the Different Exercises Used in the Center, and the "Certified List of Standings" Issued by the Department of Personnel.</p>	RETAIN 5 YEARS, THEN DESTROY
3703	<p>PROMOTIONAL RANK OF FIRST SERGEANT</p> <p>Contains record copies of documents, subdivided into the following:</p> <ul style="list-style-type: none"> * MILES Messages * Non-eligible Candidate Roster * Alphabetical Roster * "Draft" Order Dealing with Examinations * Form 163's from Candidates * Form 3's from Test Sites * Challenges to Examination Items 	

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Agency, or Division Representative

12/01/87 *Carl F. Banasewski* Director,
Carl F. Banasewski Planning &
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5/17/88 *Edward J. Edwards*

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3703	<p>PROMOTIONAL RANK OF FIRST SERGEANT (CONTINUED)</p> <ul style="list-style-type: none"> * Voided Answer Sheets * Test & Answer Keys * Comment Questionnaires on Examinations * Requests for Taking Unassembled Examinations * Unassembled Examination Samples * Recommendations * Candidate Notifications * Promotional Eligibility Lists * Miscellaneous 	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3704	<p>PROMOTIONAL RANK OF SERGEANT</p> <p>Contains record copies of documents, subdivided into the following:</p> <ul style="list-style-type: none"> * MILES Messages * Non-eligible Candidate Roster * Alphabetical Roster 	

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3704	PROMOTIONAL RANK OF SERGEANT (CONTINUED) * "Draft" Order Dealing with Examinations * Form 163's from Candidates * Form 3's from Test Sites * Challenges to Examination Items * Voided Answer Sheets * Test & Answer Keys * Comment Questionnaires on Examinations * Requests for Taking Unassembled Examinations * Unassembled Examination Samples * Recommendations * Candidate Notifications * Promotional Eligibility Lists * Miscellaneous	RETAIN 5 YEARS, THEN DESTROY

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12/01/87

Carl F. Banasewski

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Promotional Standards Unit

Item No.	Description	Retention
3705	<p>PROMOTION RANK OF CORPORAL</p> <p>Contains record copies of documents, subdivided into the following:</p> <ul style="list-style-type: none">* MILES Messages* Non-eligible Candidate Roster* Alphabetical Roster* "Draft" Order Dealing with Examinations* Form 163's from Candidates* Form 3's from Test Sites* Challenges to Examination Items* Voided Answer Sheets* Test & Answer Keys* Comment Questionnaires on Examinations* Unassembled Examination Samples* Recommendations* Candidate Notifications* Promotional Eligibility Lists* Miscellaneous	RETAIN 5 YEARS, THEN DESTROY

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12/01/87 Carl F. Banasewski
Date Signature Title

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Item No.	Description	Retention
3706	<p>CORRESPONDENCE - AGENCY PROJECT COMMITTEE</p> <p>Contains copies of all documents supplied to the members of the Agency Project Committee by the P.S.D. Unit.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3707	<p>CORRESPONDENCE - STATE STEERING COMMITTEE</p> <p>Contains copies of all documents supplied to the members of the State Steering Committee by the P.S.D. Unit.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3708	<p>HUMMRO JOB ANALYSIS OF NINE RANKS</p> <p>Contains copies of the final report on the analysis of job responsibilities and duties of nine ranks within the Agency.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>

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12/01/87 *Carl F. Banasewski* Director,
Carl F. Banasewski Planning &
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5/17/88 *L. L. L...*
Date State Archivist

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Item No.	Description	Retention
3709	<p>"REQUEST FOR PROPOSAL," SCORING FORMS</p> <p>Contains the blank forms and completed forms used by the Agency Project Committee to score the acceptability of the RFP's from submitting firms.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3710	<p>"REQUEST FOR PROPOSAL" DOCUMENTS</p> <p>Contains documentation used to formulate some issues presented for consideration in the RFP, i.e., injunctions, consent decree, employee selection procedures issued by the Federal Government. Also contains information on bidders and RFP receipts.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3711	<p>CAREER DEVELOPMENT DOCUMENTS</p> <p>Contains some unpublished and published documentation on the efforts of career development within the Agency up to 1984.</p>	<p>RETAIN 5 YEARS, REVIEW FOR FURTHER RETENTION, THEN DESTROY</p>

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12/01/87

Carl F. Banasewski
Carl F. Banasewski

Director,
Planning &
Research Div.

Date

Signature

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3712	MORRIS & MCDANIEL, INC. GENERAL CORRESPONDENCE Contains record copies of all general correspondence dealing specifically with the project and interim reports. This does not include invoices.	RETAIN 5 YEARS, THEN DESTROY
3713	HISTORY OF AGENCY PPR SYSTEMS Contains copies of the orders and other documents dealing with various promotion potential rating systems that have been used in the Agency.	RETAIN 5 YEARS, THEN DESTROY
3414	JOB ANALYSIS - 1986 Contains all documentation dealing with job analysis that was conducted in February, 1986.	RETAIN 5 YEARS, THEN DESTROY

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3715	<p>MILES MESSAGES</p> <p>Contains all MILES messages deemed important by the Commander, for informational purposes.</p>	<p>REVIEW ANNUALLY FOR RETENTION, THEN DESTROY</p>
3716	<p>BOARD OF PUBLIC WORKS</p> <p>Contains forms and documents presented to the Board of Public Works for its consideration to decide on the contract appropriation.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3717	<p>CONFERENCE PACKAGE</p> <p>Contains documents used to present the Agency's needs at the Bidders Conference.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>
3718	<p>DRAFT REQUEST FOR PROPOSALS</p> <p>Contains copies of the different drafts submitted for staffing to the members of the Agency Project Committee.</p>	<p>RETAIN 5 YEARS, THEN DESTROY</p>

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12/01/87 *Carl F. Banasewski* Director,
Planning & Research Div

Date

Signature

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Schedule Authorized by
Head of Records Commission

5/17/88 *Charles J. ...*
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3719	DEBRIEFING PACKAGE Contains all documented information used to elucidate the problem areas of proposals submitted by the losing bidders.	RETAIN 5 YEARS, THEN DESTROY
3720	PROMOTIONAL SYSTEM CONTRACT - Contains sample contracts used as guides for formulation, the original contract entered into by the Agency and the consultant firm of Morris & McDaniel, Inc., as well as the modification documentation made to the contract.	RETAIN 5 YEARS, THEN DESTROY

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